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DD/ST# 3666-68

**OEL 742-68**

20 SEP 1968

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**MEMORANDUM FOR:** Deputy Director for Science and Technology

**THROUGH:** DD/S&T Member to the CIA Records Management Board

**SUBJECT:** OEL Initial Report on Records Management

**REFERENCE:** Memorandum from DD/S&T to D/OEL, Creation of the CIA Records Management Board, 6 September 1968 (DD/S&T - 3417-68).

1. In consonance with reference request to submit a report on OEL plans and actions to purge records no longer required and to adopt new procedures to keep our record volume at an absolute minimum, it is reported that Mr. [REDACTED] has been designated the OEL senior officer to perform these functions.

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2. Mr. [REDACTED] the OEL Records Management Officer, visited the Records Center on 17 September to survey the retention value of current OEL records. An up-to-date inventory was made. An initial assessment indicates that the total holdings of 154 cubic feet can probably be reduced by 72 cubic feet, leaving a new total of 82 cubic feet. This is a reduction of 47 percent.

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3. OEL's current procedures for records retirement and retention schedule are being reviewed. Minor changes are being made following discussion with the Records Center who considered our present schedule very workable.

4. The DD/S&T Member to the new Records Management Board may appreciate knowing the attitude of the Chief, CIA Archives and Records Center. Mr. [REDACTED] cites various GSA and U. S. Archivist rulings forbidding the destruction of many records which we believe to be of no further value, i.e., raw RLINT data. Evidence of his displeasure in destroying selected records is the fact that although the OEL schedule called for retention for two or four years and then destruction, such material has not been destroyed.

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5. Apart from this reluctance to destroy any record, complete cooperation, dedication, and helpful assistance was evidenced on the part of all Records Center personnel.

6. A subsequent report will detail the results of our over-all survey, purge accomplishments, and follow-on procedural improvements.

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DIRECTOR OF ELINT  
DD/S&T

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(20 September 1968)

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